



# CCSL Permit Submittal Guide for Applicants

## PURPOSE

This guide provides a step by step aid for submitting a Coastal Construction Line Permit through the City of Naples Public Portal.

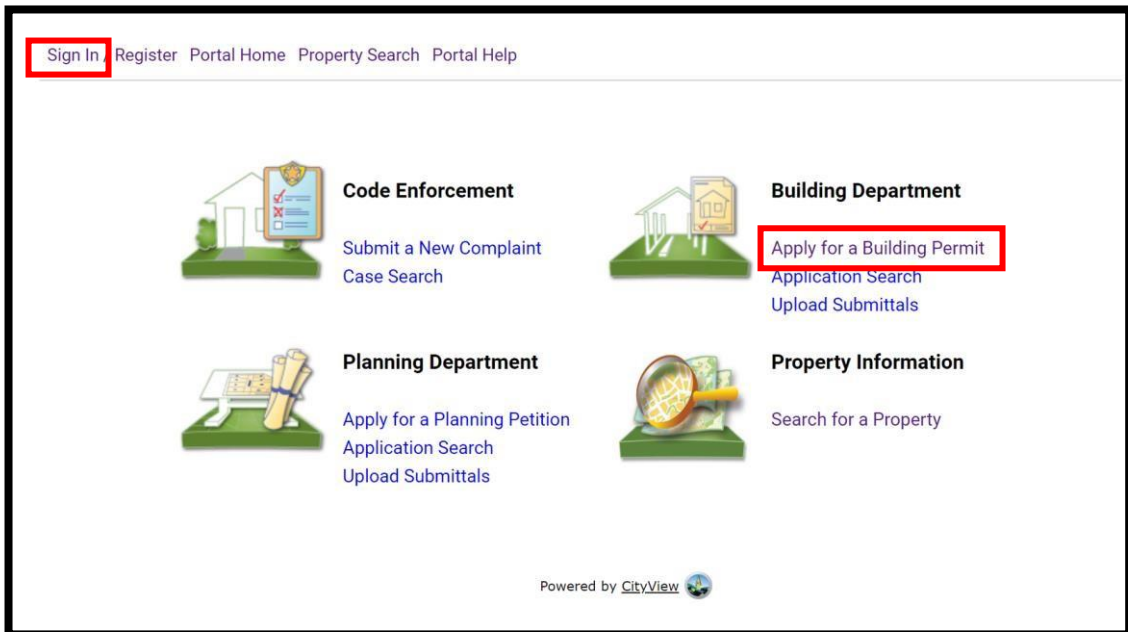
## GENERAL INFORMATION

- ✓ A Coastal Construction Setback Permit (CCSL Permit Application) is required for any new construction, excavation, fill placement, repair of shore protection structures, vehicular traffic and other activities seaward of the Coastal Construction Control Line (CCCL).
- ✓ Building permits are required for construction activities.
- ✓ The CCCL map can be viewed by visiting [https://g.naplesgov.com/Naples\\_Interactive\\_Map\\_2017/](https://g.naplesgov.com/Naples_Interactive_Map_2017/) and selecting CCCL in the Layers drop-down menu.

## PROCEDURE

Click on link to the City of Naples Public Portal: <https://cityview2.iharriscomputer.com/CityofNaplesFlorida/>

1. Sign in by clicking the Sign in Link.
2. Under the Building Department Icon click Apply for a Building Permit.





# CCSL Permit Submittal Guide for Applicants

3. To begin Step 1, choose the application type by selecting **Marine**.
4. Categorize the nature of the work being done by selecting the appropriate item.
5. Enter the description of work.
6. Enter the Building Use.
7. Complete all remaining required information marked with an asterisk\*.
8. Click **Next Step: Permit Type**.

Welcome Permit Coordinator  
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1: Application Type | Step 2: Permit Type | Step 3: Work Items | Step 4: Description of Work | Step 5: Location  
 Step 6: Contacts | Step 7: Upload Files | Step 8: Review & Submit | Step 9: Submitted

### Permit Application - Description and Type

Required information is indicated with an asterisk (\*).

Choose the application type:\* Marine

Please categorize the nature of the work\* Alteration  
 being done:

Please describe the work being done:\* CCSL

Limit 4000 characters

**Application Details**

Building Use:\* 1 and 2 Family Residential

Number of Stories:

Number of Units:

Is a Private Provider involved with this\* No  
 Project?:

Are you the Contractor doing the work?:\* No

Total SQ. FT.:

Construction Type:

Related Planning Project Number:

Automatic Sprinkler Installed?:

Is this a Historical Structure:

**Estimated Construction Cost**

Estimated Construction Cost: \$0.00

**Owner Builder**

Is the property owner doing work?:

Cancel **Next Step: Permit Type**



# CCSL Permit Submittal Guide for Applicants

- In Step 2, click the box to check off **Marine**.
- Click **Next Step: Work Items**

Welcome Permit Coordinator  
Sign Out My Account My Items Portal Home Property Search Portal Help

Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location  
Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

### Permit Application - Select Permit Types

Required information is indicated with an asterisk (\*).

→ Please choose as many Permits as are appropriate.

Search for permit types

- Building
- Construction Temporary Use
- Driveway
- Electrical
- Marine
- Plumbing
- Revision
- Right Of Way

Previous Step: Application Type Next Step: Work Items

- In Step 3, click the box to check off **Coastal Construction Setback Line**.
- Click **Next Step: Description of Work**

Welcome Permit Coordinator  
Sign Out My Account My Items Portal Home Property Search Portal Help

Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location  
Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

### Permit Application - Work Items

Required information is indicated with an asterisk (\*).

→ Marine Permit

Please choose as many work items as are appropriate.

Search for work items

- Boat House
- Boat Lift
- Coastal Construction Setback Line
- Davit
- Dock
- Dredge
- Environmental
- Lake Dredge/Fill

Previous Step: Permit Type Next Step: Description of Work



# CCSL Permit Submittal Guide for Applicants

- 13. In Step 4, enter quantity of "1".
- 14. Click Next Step: Location

Welcome Permit Coordinator  
 Sign Out My Account My Items Portal Home Property Search Portal Help

Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location  
 Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

### Permit Application - Description of Work

Required information is indicated with an asterisk (\*).

Marine Permit Work Items

Coastal Construction Setback Line

QTY:\*

Please enter the quantity for this work item in the units specified

Previous Step: Work Items **Next Step: Location**

- 15. In Step 5, begin typing the job address in the Search for Locations field.
- 16. Click Next Step: Contacts

Welcome Permit Coordinator  
 Sign Out My Account My Items Portal Home Property Search Portal Help

Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location  
 Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

### Permit Application - Location of Work Being Done

Required information is indicated with an asterisk (\*).

Use my location:

Location Type(s) to Search For: All

Search for location:

Begin typing a street address or Folio Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[Can't find address?](#)

The location you have selected:\*

Previous Step: Description of Work **Next Step: Contacts**



# CCSL Permit Submittal Guide for Applicants

17. In Step 6 attach the contractor to the application by clicking [Choose Contractor from Address Book](#).

Welcome Permit Coordinator  
 Sign Out My Account My Items Portal Home Property Search Portal Help

Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location  
 Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

### Permit Application - Contacts

Required information is indicated with an asterisk (\*).

Type	Contact
Property Owner	GREEN, TODD C, SARAH CHRISTINE GREEN, Address:PO BOX 13315
Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020
Contractor	<a href="#">Choose Contractor From Address Book</a>

[Add Business From Address Book](#)

If you know your trade contractors please add as Additional Contacts on the Contacts step. All Trade contractors must be identified before the permit can be issued.

Previous Step: Location **Next Step: Upload Files**

- 18. Beging typing the Contractor's Liscence Number and a list will be auto populate, select the apporopriate one from the list
- 19. Click [Add Contact](#), to return to Step 6.
- 20. Click [Next Step: Upload Files](#).

### Address Book

Required information is indicated with an asterisk (\*).

Search for a licensee:\*

- COMMERCIAL CONCRETE SYSTEMS, LLC, Address:62 CGC1508691, Licensee # C27424
- THE LYKOS GROUP, INC., Address:4779 ENTERPRISE Licensee # C27326

**Add This Contact**



# CCSL Permit Submittal Guide for Applicants

21. In Step 7 upload any supporting documents for this application, a list of suggested items will be shown.

**Submittal Guidelines:** It is not necessary to upload duplicate copies of any documents, one digital file is sufficient.

**Document Naming:** Please be sure documents are named appropriately. All document names should include the submittal number and document type. For all initial submittal, "Sub 1 Application" "Sub 1 Site Plan" would be appropriate names.

22. Use the **Browse** button to locate the PFD files which are saved to the computer.

23. Once the documents are selected for each category **Click Next Step: Review and Submit**.

Welcome Permit Coordinator  
 Sign Out My Account My Items Portal Home Property Search Portal Help

Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location  
 Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

**Permit Application - Upload Documents**  
 Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

- Current Submittal  
 Submittal #1) Permit Application Submittal (09/02/2020) [Print Requirement Items](#)

Type	Status	Date Verified
- Site Plan	Pending	
Select a new document for this requirement: <a href="#">Browse...</a>	Sub 1 site plan.pdf	<a href="#">Remove</a>
Provide a short description of this set of documents:		
- Acknowledgement of City of Naples Regulations Form	Pending	
Select a new document for this requirement: <a href="#">Browse...</a>	Sub 1 acknowledgment.pdf	<a href="#">Remove</a>
Provide a short description of this set of documents:		
- Department of Environmental Protection Approval	Pending	
Select a new document for this requirement: <a href="#">Browse...</a>	sub 1 DEP Approval.pdf	<a href="#">Remove</a>
Provide a short description of this set of documents:		
- Application Form	Pending	
Select a new document for this requirement: <a href="#">Browse...</a>	Sub 1 ccs1 application.pdf	<a href="#">Remove</a>
Provide a short description of this set of documents:		

- Upload Additional Documents

Previous Step: Contacts **Next Step: Review & Submit**

24. The files will then upload once complete click **OK**.

**Uploads Complete**  
 All documents were uploaded successfully.  
**Ok**

- Application Form  
 Select a new document for this requirement: [Browse...](#)  
 Sub 1 ccs1 application.pdf  
 Provide a short description of this set of documents:



City of Naples, FL

# CCSL Permit Submittal Guide for Applicants

- 25. Review the details entered, **agree to the terms** and **enter the characters of the Captcha**.
- 26. Click **Submit Application** and the request will process.

Welcome Permit Coordinator  
 Sign Out My Account My Items Portal Home Property Search Portal Help

Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location  
 Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

### Permit Application - Review & Submit

Please review the information below and if it is correct, press the submit application button to submit your application.

**Permit Information**

Permit Type: Marine  
 Category of Work: Alteration  
 Description of Work: CCSL  
 Locations: Address  
 17 7TH AVE S, Bld-Unit:14-15, NAPLES, FL 34102  
 Property  
 14003040105:17 7TH AVE S

Contacts: Contractor  
 THE LYKOS GROUP, INC. Address:4779 ENTERPRISE AVENUE, Phone:(239) 594-8510, State Reg #'s CGC1508697, Licensee # C27326  
 Property Owner  
 GREEN, TODD C, SARAH CHRISTINE GREEN, Address:PO BOX 13315  
 Applicant  
 Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

**Application Details**

Building Use: 1 and 2 Family Residential  
 Number of Stories:  
 Number of Units:  
 Is a Private Provider involved with this Project?: No  
 Are you the Contractor doing the work?: No  
 Total SQ. FT.:  
 Construction Type:  
 Related Planning Project Number:  
 Automatic Sprinkler Installed?: No  
 Is this a Historical Structure: No

**Estimated Construction Cost**

**Owner Builder**

**Permit: Marine**

Work Item Description	Units	Quantity
Coastal Construction Setback Line	QTY	1

**Uploaded Documents**

- Sub 1 acknowledgment.pdf
- Sub 1 ccsl application.pdf
- sub 1 DEP Approval.pdf
- Sub 1 site plan.pdf

**By submitting this form, you hereby certify that you have read and examined this permit and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume or give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Private Provider Reviewed submitted permits will not be reviewed by the local Building Official until all City of Naples required Government review approvals have been secured. Upon receiving all required Government approvals, the local Building Official will have 20 business days to provide administrative review in compliance with FS 553.791 section 7(a-d). Private Provider Reviewed permits shall be charged an administrative fee equal to 85% of regular permit fees. Private Provider Inspected permits shall not be charged any regular inspection fees. If you respond No this application will be discarded**

Do you agree?:  Yes

Type the characters you see in the image below to continue.

Refresh

Previous Step: Upload Files **Submit Application** Cancel Application





# CCSL Permit Submittal Guide for Applicants

27. The final page shows that the permit was Submitted and lists the Application Number.

Welcome Permit Coordinator  
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1: Application Type   Step 2: Permit Type   Step 3: Work Items   Step 4: Description of Work   Step 5: Location  
 Step 6: Contacts   Step 7: Upload Files   Step 8: Review & Submit   Step 9: Submitted

**Permit Application - Submitted**  
 Application Number: PRMR2003445

[Print This Page](#)

Thank You! Your permit application has been received.

**- Permit Information**

Permit Type: Marine  
 Category of Work: Alteration  
 Description of Work: CCSL  
 Locations: Address  
 17 7TH AVE S, Bld-Unit:14-15, NAPLES, FL 34102  
 Property  
 14003040105:17 7TH AVE S  
 Contacts: Contractor  
 THE LYKOS GROUP, INC., Address:4779 ENTERPRISE AVENUE, Phone:(239) 594-8510, State Reg #'s CGC1508697, Licensee # C27326  
 Property Owner  
 GREEN, TODD C, SARAH CHRISTINE GREEN, Address:PO BOX 13315  
 Applicant  
 Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

**- Application Details**

Building Use: 1 and 2 Family Residential  
 Number of Stories:  
 Number of Units:  
 Is a Private Provider involved with this Project?: No  
 Are you the Contractor doing the work?: No  
 Total SQ. FT.:  
 Construction Type:  
 Related Planning Project Number:  
 Automatic Sprinkler Installed?: No  
 Is this a Historical Structure: No

**- Estimated Construction Cost**

Estimated Construction Cost: \$0.00

**- Owner Builder**

Is the property owner doing work?: No

**- Permit: Marine**

Work Item Description	Units	Quantity
Coastal Construction Setback Line	QTY	1

**- Documents & Images**

Date Uploaded	File Type	Document Name
09/02/2020	Form	<a href="#">Sub 1 ccs1 application</a>
09/02/2020	Letter	<a href="#">sub 1 DEP Approval</a>
09/02/2020	Form	<a href="#">Sub 1 acknowledgment</a>
09/02/2020	Plans	<a href="#">Sub 1 site plan</a>

Please print this page or record the application number for future reference. You will need it in order to view the status of your application online.

Please select a link below to access the CityView Portal.

[Start a new application](#)  
[View the status of my application](#)  
[Portal Home](#)